



Office of the City Clerk

Weekly Report – for Week Ending September 2, 2016

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

Staff completed the signature counting process for *the Building Moratorium; Restrictions on General Plan Amendments Initiative Petition* on August 31. The random sampling review of signatures is scheduled to begin next week.

A telephone survey targeting low-propensity voters, and identifying the reasons that keep them from voting, was launched on Monday, August 22. To date, staff made close to 10,000 calls and completed over 1,000 surveys, with a respectable 11% survey contact rate. The findings will be released at a later date.

Staff partnered with Univision for two voter registration events this week: The Honey Bunches of Oats Family Day and the La Arrolladora concert.

Records Management

This calendar year 3,933 boxes are in process for destruction, and 3,524 boxes have been destroyed.

Systems

The County of Orange met with staff this week to see a presentation of the Novus agenda system and implementation. The County is interested in using the same system to create and manage its meeting agendas and documents.

Staff received an award at the 2016 Los Angeles Digital Government Summit for implementing a paperless electronic agenda system for the Board of Public Works. This is the first cross-departmental system implemented and supported by the Office of the City Clerk.

Administrative Services

The Neighborhood Council Funding Program, which was transferred from DONE into the City Clerk this year, will move from the 20th floor of City Hall to the City Clerk's second-floor offices. This move will occur on September 1.

Issue(s)

The Building Moratorium Initiative Petition will require a random sampling. This will cost approximately \$60,000. The cannabis initiative is due in early October; the random sampling will be about \$55,000 or as much as \$270,000 for the full verification. These expenditures are not budgeted. The City Clerk will try to absorb these expenses and will report on this in the upcoming FSR. Later in the year, this Office will advise the CAO and the Mayor if an additional appropriation is needed.

Upcoming

None.